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MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **CHIEF, ARCHITECTURAL AND ENGINEERING ACQUISITION
(PENDING DEPARTMENT OF FINANCE APPROVAL)**

SALARY: **\$8955 - \$9878**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **APRIL 20, 2010**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Procurement and Contracts (DPAC), a C.E.A. III, the Chief, Architectural and Engineering (A & E) Acquisition is responsible for providing direction to the A & E Contract Branches and A & E Coordinators. The incumbent is responsible for statewide acquisition, negotiation, and administration of contracts for A & E services and development, implementation, monitoring and enforcement of department policies and procedures specifically as they relate to A & E services. Responsibilities include, but are not limited to:

- Works with external partners, responsible for establishing new policies resulting from changes in legislation; ensuring compliance and overseeing changes in the Department's overall statewide acquisition policy.

- Provides direction and establish priorities for development and implementation of the Department's acquisition efforts to contract for A & E services. Participates in the selection and negotiation process to ensure consistent application of all procurement and contract acquisition strategies.
- Submits state and federal reports regarding Small Business participation and Disadvantaged Business Enterprise participation.
- Oversees statewide contracting issues that impact multiple internal programs such as Caltrans Legal, Project Management, Civil Rights, District Consultant Services Units, and Accounting; and external entities such as California Small Business, Disabled Veteran Business Enterprise, Disadvantaged Business Enterprise A & E consultants, and associations such as the American Council of Engineering Companies and related subcommittees.
- Provides department recommendations to District Directors, Division Chiefs, and other DPAC staff on contract disputes, contract terminations, contract amendments, funding issues and issues that arise during the contract process.
- Resolves sensitive department issues raised by the Small Business Council. Most issues require original solutions that may change internal and external statewide business operations.
- Recommends an effective course of action to the Chief on critical A & E acquisitions and activities relating to programs.
- Provides liaison between DPAC and both internal and external customers/partners on acquisition issues, program audits, and training of department staff involved in acquisition activities.
- Ensures acquisition needs are receiving timely processing. Meets with departmental staff and A & E consultants to resolve questions and concerns with issues relative to acquisitions. Represents the Department before control agencies and partners.
- Participates in staff meetings and related efforts to improve the operational efficiency of DPAC.
- Participates in staff training activities. Acts in Division Chief's behalf during absences.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated ability to serve as liaison between headquarters functional divisions and the Districts in providing interpretation and clarification of specific instructions, policies, standards and practices.
- Demonstrated experience and ability to serve on or lead cross-functional statewide or corporate teams assigned to resolve complex problems.
- Demonstrated interpersonal, supervisory, leadership and management skills, including excellent willingness to proactively work in a rapidly changing environment.
- Demonstrated ability to communicate effectively in both oral and written form and to make clear and convincing presentations in formal settings.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational skills.
- Demonstrated ability to read, write, and understand technical proposals.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 10MSP10**.
- **No faxed or emailed applications will be accepted.**

- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **APRIL 20, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (10MSP10)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.